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# **MONTHLY TECHNICAL PROGRESS REPORT**

**for the period**

**October 1 – October 18, 2006**

**Submitted  
to**

**U.S. Environmental Protection Agency  
75 Hawthorne Street  
San Francisco, CA 94105  
Attn: Philip Ingram, CO**

**Under Contract 68-R9-01-01**

**Submitted  
by**



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**EPA Contract No. 68-R9-01-01**  
**Superfund Records Management Support, Region 9**

**Final Monthly Report**  
**October 1-18, 2006**

**TOAM:** Elaine Chan  
**TOM:** Patrick Gookin

**I. TASK ACCOMPLISHMENTS**

**Task 1: Project Management**

**1.1 Manage the Task Order**

The monthly report was submitted to the TOAM on October 2.

The Prioritized Projects Report, Federal Facilities Report, and Federal Facilities in Site Assessment Report were all submitted to the TOAM on October 16.

The Records Center Performance Measurement Reports were submitted to the TOAM on October 6.

A RIM IV provided the current invoice for Records Center operations, including site-specific detail attachment, to the TOAM on October 13.

The TOM and RIM IV/Assistant Manager met with the TOAM on October 3 to review the monthly report and to verify the status of the contract.

A RIM IV updated the *Administrative Record Training Manual* on October 6 and submitted it to the TOAM for review.

**1.2 Close-Out of the Task Order**

The TOM and RIM IV/Assistant Manager met with the TOAM on October 3 to discuss end-of-contract issues. The TOM notified the TOAM that appropriate meetings with the successor contractor have been held, that all staff will continue on the new contract, that most leases made under the current contract have been bought out and that equipment obtained under the leases is now the property of the EPA, and that the lease for photocopiers was terminated and the machines are being returned.

**Task 2: Document Collecting, Organizing, Processing, Indexing, Scanning, Storage, and Recycling/Shredding**

**2.1 Organizing and Indexing**

Staff indexed 1,464 documents and edited X,XXX index records in the Superfund Document Management System 2 (SDMS2) database.

The site assessment Librarian IV received 1.2 lft. of new documents, of which .2 lft. were federal facilities documents, and processed 2 new sites. In addition, 4.5 inches of Oil Facility Response Plans material was received.

On October 4 staff met with RPM Bonnie Arthur to discuss the Frontier Fertilizer AR update. As a result of the meeting staff was able to proceed with AR document redactions.

## **2.2 Document Pick-up, Processing, File Management, and Storage**

60.2 lft. of documents were collected from 75 Hawthorne. A total of 14 Transfer of Records forms was processed.

.3 lft. of documents were retrieved from off-site storage at the FRC.

The Holdings Report, FRC Storage Report, and On-Site Storage Report were all updated on October 17. The Contracts On-Site Box Storage Report was updated on October 6 and 16.

Staff checked 2.4 lft. of unindexed San Fernando Valley documents for possible duplication with documents already in the site file or sent to the FRC.

## **2.3 Scanning**

SDMS Team members scanned and quality assured 729 documents (27,269 pages) between October 1 and 18.

## **2.4 SCAP Support and WasteLAN Data Entry**

Staff received, logged, and indexed 11 SCAP accomplishment documents between October 1 and 18.

At the request of the TOAM, 2 staff successfully completed EPA's online WasteLAN security training.

## **2.5 Financial Documentation/Cost Recovery Packaging**

Eleven Financial Cost Documentation Packages for the following sites were processed or updated through the Accounting, Program, or Enforcement Final copy:

CYPRUS TOHONO MINE, OU 00 (SSID 09JT)

MEW STUDY AREA, OU 01 (SSID 09M6)

MOTOROLA, INC (52ND STREET PLANT) OU02, OU 13 (SSID 09BE)

MOTOROLA, INC (52ND STREET PLANT) OU02, OU 14 (SSID 09BE)

MOTOROLA, INC (52ND STREET PLANT) OU02, OU 15 (SSID 09BE)

MOTOROLA, INC (52ND STREET PLANT) OU02, OU 18 (SSID 09BE)

MOTOROLA, INC (52ND STREET PLANT) OU02, OU 19 (SSID 09BE)

OPERATING INDUSTRIES, INC LANDFILL, OU 00 (SSID 0958)

OPERATING INDUSTRIES, INC LANDFILL- DEMENNO KERDOON, OU 00 (SSID 0958)

PACIFIC WASTE DISPOSAL SERVICES, OU 00 (SSID 09LL)

At the request of RPM Nadia Hollan, staff spent 2.5 hours performing online redaction on 62 pages in SCORPIOS, printing the redacted pages, and updating the Records Center hardcopy of the MOTOROLA, INC (52ND STREET PLANT) cost package.

Cost Recovery Department staff scanned 10 documents into the SCORPIOS system. Total scanning hours: .5.

The Cost Package Documentation Index was updated on October 6 and 16.

The monthly SCORPIOS scanning reports were submitted to the EPA Policy and Management

Division Section Chief on October 4.

## **2.6 Recycling and Shredding**

At the request of EPA staff, staff shredded/recycled 3.7 lft. of documents.

### **Task 3: Reference, Circulation, Search, Retrieval of Documents Onsite or at FRC/NARA, and CD-ROM Production**

Staff processed 49 requests for documents, performed 460 database searches in SDMS2, and provided 2,162 documents for EPA staff and other requesters.

Twenty-nine indices were generated in electronic, diskette, CD-ROM, or paper format at the request of EPA staff or members of the public.

The Circulation Department and the Cost Recovery Department CBI Circulation/Disclosure Reports were submitted to the EPA CBI Officer on October 4.

#### **3.1 Freedom of Information Act (FOIA)**

Staff provided 3 billable hours of FOIA support by providing documents in paper, diskette, CD-ROM, or electronic formats for 1 request.

#### **3.2 Photocopy and Redaction Service**

Staff copied on-site a total of 2,749 non-FOIA-related pages for EPA and other requesters and sent approximately 198 pages off-site to a copy service. In addition, staff printed 217 pages from SDMS2.

At the request of RPM Bonnie Arthur, 12 documents from the Frontier Fertilizer site were redacted in preparation for the upcoming AR.

#### **3.3 CD-ROM Service**

Staff fulfilled 12 requests for documents on CD-ROMs. A total of 132,866 pages was copied to CDs.

#### **3.4 Submittal of RODs, ESDs, and ROD Amendments to EPA Headquarters**

No activity occurred in this reporting period.

### **Task 4: Administrative Records (ARs) and Special Collections Management**

The Frontier Fertilizer AR, Update 4, was compiled, copied, and sent to repositories on October 13.

Work-performed compilations were for the following sites were created or updated between October 1 and 18:

LEHR/OLD CAMPUS LANDFILL, OU 02 (SSID097J)

RIO TINTO COPPER MINE, OU 01 (SSID 09BY)

SAN GABRIEL VALLEY (AREAS 1-4)- BALDWIN PARK UNIT, OU 00 (SSID 09M5)

#### **4.1 Microfilm and Electronic Media Management**

No activity occurred in this reporting period.

#### **Task 5: Manage the Day-To-Day Operations of the Superfund Records Center**

The following staff meetings were held between October 1 and 18:

The TOM held an all-hands staff meeting on October 18.

The TOM held a managers and supervisors meeting on October 18.

The TOM held an SDMS Department meeting on October 10.

The RIM IV/Assistant Manager held meetings with special projects staff on October 5 and 6.

The RIM IV/Circulation Department Supervisor held a departmental meeting on October 12.

The RIM IV/Computer Support Department Supervisor held a departmental meeting on October 18.

#### **Task 6: Training and Orientation**

No activity occurred in this reporting period.

#### **Task 7: Online Operations and Internet Support**

Backup tapes were delivered to the Computer Operations Section of the EPA Management and Technical Services Division for off-site storage at EPA's Richmond Labs on October 12.

Computer Support staff assisted 5 EPA staff with technical problems relating to SDMS2 between October 1 and 18.

#### **Task 8: Attend Meetings and Teleconferences**

No activity occurred in this reporting period.

### **II. DIFFICULTIES ENCOUNTERED**

No difficulties were encountered this reporting period.

### **III. PERSONNEL ACTION**

No personnel action was taken in this reporting period.

### **IV. SUMMARY OF TECHNICAL DIRECTION**

The TOAM utilized *Express Link* Work Request forms to submit direction for 31 new projects. In addition, the TOAM submitted 10 requests for information or support in person, via telephone or E-mail.

## V. STATISTICS

### New File Footage

New Files Received	Footage	Year to Date
1,110	17.9	890.4

### Inventories

Records Surveyed	Year to Date
32.5 LFT	408.3 LFT

### Records Dispositioned

To FRC	To NARA	Destroyed	Year to Date
0	0	0	462.5 LFT

### Records Use Statistics

EPA Staff	Government Requests	Regulated Community	Educational Institutions	Citizens	International	Media	Other	Total
25	2	0	0	13	0	0	4	44



**APPENDIX: COMPREHENSIVE LIST OF SITES WORKED ON FROM OCTOBER 1 THROUGH OCTOBER 18, WITH SITE SPILL IDENTIFICATION NUMBER (SSID) AND OPERABLE UNIT (OU)**

<b>SSID</b>	<b>OU</b>	<b>SITE NAME</b>
9R	00	ABANDONED URANIUM MINES ON NAVAJO NATION
--	00	ABRAMS AIRBORNE MANUFACTURING INC
16	01	AEROJET GENERAL CORP RANCHO CORDOVA
16	03	AEROJET GENERAL CORP RANCHO CORDOVA
16	05	AEROJET GENERAL CORP RANCHO CORDOVA
16	06	AEROJET GENERAL CORP RANCHO CORDOVA
FL	01	ALAMEDA NAVAL AIR STATION
4Y	01	ALARK HARD CHROME
DJ	01	AMCO CHEMICAL
34	01	ATLAS ASBESTOS MINES
R6	00	CARSON RIVER MERCURY SITE
3H	01	CASMALIA RESOURCES
AQ	00	CENTRAL EUREKA MINES
1N	01	COOPER DRUM
JT	00	CYPRUS TOHONO MINE
JT	01	CYPRUS TOHONO MINE
36	01	DEL AMO FACILITY
36	02	DEL AMO FACILITY
AG	01	DEL MONTE CORP (OAHU PLANTATION)
33	01	DEL NORTE PESTICIDE STORAGE
--	01	DIAMOND HEAD CRATER TUNNEL #6
P8	01	EDWARDS AIR FORCE BASE
MG	00	EL DORADO HILLS NATURALLY OCCUR ASBESTOS
H7	01	FRESNO SANITARY LDFL
4R	00	FRONTIER FERTILIZER
4R	01	FRONTIER FERTILIZER
FF	00	GILA RIVER INDIAN COMMUNITY TOXAPHENE SI
--	00	GLUALL WOOD PRODUCTS
8M	00	HAMILTON AFB
20	01	INDIAN BEND WASH NORTH
G6	01	INDIAN BEND WASH SOUTH
74	01	JH BAXTER & CO, WEED, CA
FM	00	KLAU MINE
43	01	KOPPERS CO INC (OROVILLE PLANT)
3Y	01	LAVA CAP MINE
7J	02	LEHR OLD CAMPUS LANDILL USDOE
1A	00	LEVIATHAN MINE
--	00	LIBBY SISTER SITES (ASBESTOS PROJECT)
--	00	LUST INDIAN COUNTRY PROJECT
41	00	MCCLELLAN AIR FORCE BASE
1E	01	MCCORMICK & BAXTER CREOSOTING CO
M6	01	MEW STUDY AREA
26	01	MONTROSE CHEMICAL CORP
BE	01	MOTOROLA INC (52ND STREET PLANT)
BE	02	MOTOROLA INC (52ND STREET PLANT)
BE	03	MOTOROLA INC (52ND STREET PLANT)
BE	04	MOTOROLA INC (52ND STREET PLANT)
BE	13	MOTOROLA INC (52ND STREET PLANT)
BE	14	MOTOROLA INC (52ND STREET PLANT)
BE	15	MOTOROLA INC (52ND STREET PLANT)

SSID	OU	SITE NAME
BE	17	MOTOROLA INC (52ND STREET PLANT)
BE	18	MOTOROLA INC (52ND STREET PLANT)
BE	19	MOTOROLA INC (52ND STREET PLANT)
--	01	MTBE TUBA CITY
J5	01	NEWMARK GROUNDWATER CONTAMINATION
MZ	00	NORTHEAST CHURCHROCK MINE SITE
LG	00	OAK RIDGE HIGH ASBESTOS
BC	00	OMEGA CHEMICAL CORP
BC	01	OMEGA CHEMICAL CORP
58	00	OPERATING INDUSTRIES INC LNDFFL
58	01	OPERATING INDUSTRIES INC LNDFFL
J6	01	PACIFIC COAST PIPE LINES
LL	00	PACIFIC WASTE DISPOSAL SERVICES SITE
1S	00	PEARL HARBOR NAVAL COMPLEX
JW	00	RIALTO COLTON PLUME
BY	00	RIO TINTO COPPER MINE
BY	01	RIO TINTO COPPER MINE
J7	01	RIVERBANK ARMY AMMUNITION DEPOT
P1	00	SAIPAN CAPACITORS
59	01	SAN FERNANDO VALLEY AREA WIDE
L6	03	SAN FERNANDO VALLEY BURBANK OU
N2	01	SAN FERNANDO VALLEY GLENDALE (GEN) OU
N1	02	SAN FERNANDO VALLEY NORTH HOLLYWOOD OU
M5	00	SAN GABRIEL VALLEY BALDWIN PARK OU
M5	01	SAN GABRIEL VALLEY BALDWIN PARK OU
7B	08	SAN GABRIEL VALLEY EL MONTE OU
7B	09	SAN GABRIEL VALLEY EL MONTE OU
4X	05	SAN GABRIEL VALLEY SOUTH EL MONTE OU
M3	04	SAN GABRIEL VALLEY SUBURBAN WATER SYSTEMS BARTOLO... OU
LH	00	SAYLOR WAY MERCURY SPILL
42	02	SOUTH BAY ASBESTOS AREA
01	05	STRINGFELLOW AIR FORCE
K2	01	SULPHUR BANK MERCURY MINE
81	01	TH AGRICULTURE & NUTRITION CO
P3	01	TREASURE ISLAND NAVAL STATION HNT PT AN
6Y	01	TUCSON WESTCAP (TUCSON INTL AIRPORT AREA)
R3	01	UNITED HECKATHORN, RICHMOND
C1	01	WASTE DISPOSAL INC